

counted toward the completion of the next step.

Section 6.4.1 Salary Plan Administrations, Employee Evaluations

- (a) Probationary employees shall be evaluated in writing at least every four months during their probationary period.
- (b) Permanent employees eligible for salary step increases shall be evaluated in writing at least once every six months.
- (c) Other permanent employees shall be evaluated in writing at least once per year.
- (d) If an employee evaluation is not completed within thirty (30) days of its due date, the evaluation of that employee shall be deemed to be satisfactory.

An employee, within thirty days (30) after receiving an evaluation, may submit a written response of reasonable length to such evaluation. The written response shall be filed with the evaluation and shall be retained in accordance with established City policy.

Section 6.5 Anniversary Date

- (a) The anniversary date is the date from which time is calculated for purposes of salary step advancement, the ending of the probationary period, the advancement of vacation accrual dates and the accrual of sick leave. This date shall be the employee's actual date of hire.
- (b) The actual date of hire shall govern seniority, and layoff.

Section 6.6 Salary Plan Administration, Salary Step after Promotion or Demotion

(a) Promotion

(1) Rate of Pay.

When an employee is promoted from a position in one classification to a position in a higher classification, that employee shall be entitled to receive the rate of pay of the lowest step in the salary scale of the classification which provides at least 5% above the base salary of the employee, not including acting or special assignment pay or other incentive pay.

(2) Performance Evaluation.

Employees on promotional probation shall be given a written evaluation every four months during the first twelve months.

(b) Demotion

(1) General. When an employee is demoted, the employee's compensation shall

be adjusted to the salary prescribed for the classification to which the employee is demoted, and the specific rate of pay within the range shall be determined by the City Manager. Where the demotion is not for disciplinary purposes, the City Council may provide for a rate of pay higher than the maximum step of the salary schedule for such classification.

(2) Abolition of position. When an employee is demoted as a result of abolition of position, that employee shall be placed at the salary step in the lower classification which most closely approximates but does not exceed the employee's salary in the higher classification.

(3) Voluntary demotions; demotions resulting from probationary rejections. When an employee takes a voluntary demotion to a position previously held or is reappointed to such a position as the result of a probationary rejection, the employee shall be placed at the same step in the lower classification which the employee last held. The employee's service time at such step shall be the same as the service time held previously at such step.

(4) Disciplinary demotions. When an employee is demoted to a lower classification for disciplinary reasons, the specific rate of pay in the salary range of such classification to which the employee shall be entitled shall be determined by the City Manager.

Section 6.7 Acting Pay

(a) Assignment to another classification. An employee assigned by the department head to perform substantially the duties of a higher paid classification for one full day or more shall receive the rate of pay established for the salary step of the classification of the acting assignment that is a minimum of five percent (5%) greater than the employee is currently earning, retroactive to the first hour; provided, however, that the rate paid shall not exceed the top step of the assigned classification. Work assignments shall not be changed for evading Acting Pay provided in this section to an employee who otherwise would be eligible. In addition to pay, an employee assigned to another classification shall receive any benefits attendant to the higher classification which are not attendant to the employee's normal classification. This includes eligibility for management leave (and loss of overtime eligibility) if appointed to an FLSA-exempt position for a period of thirty (30) days or more. Also, if an employee is assigned to another classification on the two workdays immediately preceding and immediately following a City holiday, that employee shall receive holiday pay at the rate of the higher classification.

The City Manager shall have the discretion to increase the salary of such employee to an amount not in excess of the top step of the higher classification. If an employee is assigned to another classification for a period exceeding one year, that employee shall be eligible for merit step increases in the higher classification, and shall be returned to the employee's original classification at a higher step, if applicable.

(b) Special Circumstances – Special Recognition Pay. An employee specifically assigned by a department head through use of the personnel action form process on a temporary or longer term basis to regularly perform work outside of the scope of the employee's permanent